

Initial Application: Required Documents Checklist

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Program: _____ Date: _____

Application

- ☐ Program information
- ☐ General Operations
- ☐ Program Assurances
- ☐ Governance Structure
- ☐ Administrative Staff
- ☐ Program Map
- ☐ Playground Map
- ☐ Playground Schedule
- ☐ Classroom Plan (one per each group of children in a RIDE Approved classroom)
- ☐ Classroom Schedule (one per group)
- ☐ Calendar

Inspections

- ☐ DCYF License
- ☐ OSHA Inspection
- ☐ Building Inspection
- ☐ Lead Free/Safe Inspection Report
- ☐ Asbestos Free/Safe inspection Report
- ☐ Radon Test Report
- ☐ Evidence of Public Water Supply or Department of Health Water Quality Certificate
- ☐ Annual Fire Inspection Report

Additional Documentation

- ☐ Staff Credentials Packets (Checklists, Required Documents and Professional Development Plans) for each:
 - Early Childhood Education Coordinator
 - Teacher in a RIDE Approved Classroom
 - Teacher Assistant in a RIDE Approved Classroom
- ☐ Parent Handbook
- ☐ Staff Handbook

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Program Policies/Plans

Please provide copies of program policies and plans addressing each of the following topics:

- ☐ Cleaning and Sanitation
- ☐ Preschool Enrollment Age
- ☐ Kindergarten Enrollment Age (if applicable)
- ☐ Diapering and Toileting
- ☐ Children with Special Needs
- ☐ Guiding Children's Behavior
- ☐ Releasing Children
- ☐ Comprehensive Self-Assessment and Program Improvement
- ☐ Annual Professional Development
- ☐ Staff Evaluation and Supervision
- ☐ Confidentiality
- ☐ Curriculum
- ☐ Child Assessment
- ☐ Family Engagement

If any of these policies and/or plans is being submitted as part of a Staff or Parent Handbook, please provide the corresponding page number next to each item above.